

NEW HAMPSHIRE PARI-MUTUEL COMMISSION
Required Documentation for Games of Chance Licensure

Please submit the following required documentation with original "Application for a Games of Chance License for a Charitable Organization" form, pursuant to **RSA 287-D**.

1. **Complete the enclosed Application for a Games of Chance License for a Charitable Organization.** Please complete the application in its entirety. Upon completion of the application, copies must be sent to the attorney general and the chief of police of each city or town where games will be held. Please submit the application 60 days prior to the first game date of the year. Pursuant to **RSA 287-D:2-a, II, RSA 287-D:2-a, III & RSA 287-D:2-a, IV**.
2. **IRS Letter of Determination.** A current letter from the IRS stating that your organization is exempt from federal income tax including the organization's federal tax identification number. The IRS can be reached at 1-877-829-5500. Pursuant to **RSA 287-D:2-a, VII (a) & Pari 1205.02 (a) (1)**.
3. **Copy of Certification of Registration with the Secretary of State's Office.** This will establish your organization as being registered with the secretary of state for at least 2 years, and in existence and organized under the laws of this state for at least 2 years in a city or town in this state. The Secretary of State's Office can be reached at 271-3244. Pursuant to **RSA 287-D:1, III (a), Pari 1205.02 (a) (2) & Pari 1205.02 (a) (3)**.
4. **Copy of Certification of Registration with Charitable Trusts.** Register, if required under *RSA 7:19- 7:32-a*, with the director of charitable trusts. Charitable Trusts can be reached at 271-3591. Pursuant to **RSA 287-D:2-a, VII (c) & Pari 1205.02 (a) (4)**.
5. **Statement of Charitable Purpose.** A letter establishing that the charitable purposes for which your organization was organized, other than charitable gaming, are furthered through activities conducted in the town or city in which the charitable organization is organized. Pursuant to **RSA 287-D:2-a, VII (b) & Pari 1205.02 (a) (5) & Pari 1205.02 (b)**.
6. **Letter of Intent.** Please submit a list of dates of activities conducted by the charitable organization within the last two years which advanced the organization's charitable purpose. Pursuant to **RSA 287-D:2-a, VII (b), Pari 1205.02 (a) (12) & Pari 1205.02 (c)**.
7. **Current List of the officers and directors of the organization.** Please submit a complete list of officers and directors. Pursuant to **Pari 1205.02 (a) (9)**.
8. **Current List of Bona Fide Members.** Please submit a complete list of bona fide members including each member's name and address. Pursuant to **RSA 287-D:2-a, II (b) & Pari 1205.02 (a) (8)**.
9. **List of Bona Fide Members Participating in the Games of Chance.** Please submit a complete list of bona fide members who will participate in the operation of games of chance including each member's name, date of birth, and social security number. Pursuant to **RSA 287-D:2-a, II (d) & Pari 1205.02 (a) (17)**.
10. **If applicable, a letter from the treasurer designating another member of the charitable organization as the person to handle all monetary transactions related to the games of chance.** Pursuant to **RSA 287-D:2-b, VII, Pari 1205.02 (a) (21) & Pari 1205.02 (d)**.
11. **Criminal Record Release Authorization Form and Photos.** The applicant and all bona fide members who will participate in the operation of a game of chance shall each submit a notarized Criminal Record Release Authorization Form and two photos that meet passport standards. Pursuant to **RSA 287-D:2-a, VIII (a), RSA 287-D:8, I & Pari 1205.02 (a) (19)**.
12. **Game Schedule.** The schedule must state date, location and time of the game, as well as the name of the charitable organization sponsoring the game, the estimated number of players attending, the buy-in and re-buy amounts, all of the prizes, tokens or awards, including door prizes, offered, and whether prizes are subject to increase or decrease based on actual attendance. Pursuant to **RSA 287-D:2-b, XI, RSA 287-D:2-b, XII, Pari 1205.02 (a) (14) & Pari 1211.01**.
13. **Written Game Procedures.** The charitable organization shall establish written procedures for determining and tracking the amount that a player has spent for buy-ins and re-buys where the chips have no monetary value, and for keeping records of all persons who participate in the operation of games of chance. The organization shall submit the written procedures prior to the first game date of the year. Pursuant to **Pari 1210.01 (d) & Pari 1210.01 (f)**.

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14. ***Games of Chance Data Verification Form.*** Please fill out with complete information. Pursuant to **Pari 1205.02 (a) (13) & Pari 1206.01.**
15. ***License Fees.*** Please submit a payment in the amount of \$25 per game date. Pursuant to **RSA 287-D:2-d, I.**
16. ***Lease Agreement.*** Provide if applicable, a lease agreement between the facility and the charitable organization. Pursuant to **RSA 287-D:2-a, VI , Pari 1205.02 (a) (10) & Pari 1205.02 (a) (11).**
17. ***Property Owner Permission Form.*** A notarized permission form must be submitted with the Application for a Games of Chance License for a Charitable Organization. Pursuant to **RSA 287-D:2, II & Pari 1205.02 (a) (20).**
18. ***Articles of Incorporation.*** Please submit a copy of your organization's current articles of incorporation. Pursuant to **Pari 1205.02 (a) (6).**
19. ***By-Laws.*** Please include a copy of your organization's by-laws. Pursuant to **Pari 1205.02 (a) (7).**
20. ***House Rules.*** Please include a copy of your organization's house rules. Pursuant to **Pari 1205.02 (a) (15).**

Please contact Billie Jean Arseneault at 271-2158 ext. 326 with any questions.

Revised 11/2/2006